English Composition

Greetings, English 1301 students—

I'm looking forward to an excellent semester working with you.

While I am on maternity leave for Weeks 1-8 of the semester, Mr. Scott will be your English 1301 instructor. All questions regarding the first eight weeks of the course (assignments, grades, etc.) must be directed to him, and he will have full authority for those eight weeks, including making changes to the syllabus and/or schedule. I will be your instructor for the second half of the semester, for Weeks 9-16.

Best wishes to you this fall semester, and Go Rams!

— Mrs. Arreola

COURSE DESCRIPTION, OUTCOMES, and OBJECTIVES

The core purpose of this course is to help you become a better writer, reader, thinker, and scholar. The course is designed to help prepare you for other writing tasks in your college career and for life after college, as well as to encourage you to explore the practical uses and personal pleasures of writing.

You'll learn about and practice the writing process, engage in critical thinking, analyze texts, and thoughtfully respond to others’ writing as you develop your identity and abilities as a writer.

From the ASU catalogue: “Emphasizing the writing process, the course offers abundant practice in producing effective prose essays as well as in analyzing and discussing selected readings.” Prerequisites: Successful completion of 1301T and/or TSI requirements met.

Upon successful completion of this course you should

- Understand the nature of the writing process and use all of its phases;
- Understand the principles of audience analysis and adapt language, structure, and detail to the needs of specific readers;
- Understand the basic prose structures and apply them on the sentence, paragraph, and essay level so that readers can easily understand your purpose and follow your progression of ideas;
- Generate sufficient and appropriate detail to convince readers of the validity of your thesis;
- Be sensitive and attentive to language, applying principles of style and tone to enhance the appeal of essays.
- Write prose largely free of errors in grammar, diction, usage, and mechanics.

In an effort to help you achieve the learning outcomes above, you’ll have lessons, readings, and class assignments that will help you

- Develop skills in expressing yourself in writing
- Gain factual knowledge about academic and some creative writing (the terminology of writing)
- Learn fundamental principles, generalizations, and theories (the writing process, writing as thinking).

At the end of the semester, I’ll ask you to complete a survey in which you will indicate your sense of how you have progressed in these three objective areas.
COURSE TEXTS
Writing Tools: 50 Essential Strategies for Every Writer
by Roy Peter Clark
ISBN: 978-0-316-01499-1
All materials posted to Blackboard

COURSE MATERIALS & RESOURCES
Large (1”) 3-ring folder to keep all course papers
Tab dividers (at least five)
Two-pocket paper folder for essay submissions
College-ruled spiral or loose-leaf notebook paper
Pens, pencils, highlighters
Access to a word processing program, printer, hole puncher, and stapler
Access to the internet and Blackboard
Patience, Persistence, Organization, and a Willingness to Learn
USB/flash drive (recommended)

GRADED COURSE WORK
RRs & Daily (20%)
Essay 1: Memoir Essay (20%)
Essay 2: Expository Essay (20%)
Essay 3: Argument Essay (25%)
Final Reflection Essay (10%)
Final Exam (5%)
Total: 100%

Here are some other important items related to assignments:
- Assignments are due at the beginning of class unless otherwise specified.
- Handwritten assignments will not be accepted for assignments that should be typed.
- Plagiarism and cheating will result in automatic failure of the assignment and may result in failure of the course.

COURSE TEXTS, MATERIALS, AND RESOURCES
You will need to obtain these items listed to the left as soon as possible. I will not give extensions for assignments because texts/materials have not yet been obtained.

COURSE WORK: YOUR RESPONSIBILITIES
Please understand that this course will challenge you. If you want to do well in this class, you should plan to devote a lot of time and energy to it. You will need to ask questions when you have them and work hard to find answers to those questions. You will not do well in this class if you plan to regularly miss class or remain passive and disengaged from class discussions and activities. Students who hope to earn an “A” will consistently do the following:

- Completely and carefully read all reading assignments according to the reading schedule
- Take careful notes during class lectures and discussions
- Focus specifically on course material during class sessions
- Work hard on all assignments, attending to all details (multiple hours per week outside of class)
- Work proactively through challenging tasks (be self motivated; push yourself to perform better than you have before)
- Study reading and lecture notes prior to quizzes
- Understand seeking appropriate assistance is a sign of maturity
- Ask questions of others and answer them for others when possible
- Prepare yourself for success before each class period (get enough rest, eat meals, complete all homework, print necessary documents, etc.)

COURSE EXPECTATIONS: MY RESPONSIBILITIES
You can expect me to deliver clear lessons, to answer questions you have about course content and materials, to be punctual and prepared, and to treat you with courtesy and fairness. It is my job to provide opportunities for you to learn; it your job to take advantage of those opportunities.

GRADING
I will determine your final grade in this course based upon your entire performance in the course. Course projects and assignments and their associated grade percentages are listed on the next page at the left for your reference. If you have a question about your status in the class at any point in the semester, feel free to contact me to set up a brief appointment. I will also periodically update your course grades and absences accrued on Blackboard.
Your classmates and I will provide formative comments on your first drafts that will help you focus your revision efforts on some of the most important areas of your essays. For final drafts, I will provide summative comments that explain the strengths and weaknesses of the essay. I will also assign a grade to this draft.

Please carefully attend to these submission guidelines when you submit final drafts.

Essay Late Policy:

**On time**
- Paper part is submitted before 5 p.m. on the due date
- Electronic part submitted by midnight two days after due date

**One day late = -15 pts.**
- Paper part is submitted by 5 p.m. on weekday after the due date
- Electronic part submitted by midnight two days after due date

**Two days late = -30 pts.**
- Paper part is submitted by 5 p.m. two weekdays after the due date
- Electronic part submitted by midnight two days after due date

> **Two days late = Essay unable to pass** (grade of 0)

- Paper part submitted (for credit)
- Electronic part not submitted by midnight two days after due date

Additional-15 pts.

### MINIMUM REQUIREMENTS
If you do not meet the minimum requirements listed below, you are not able to pass the class—period—and the course grade distribution to the left becomes irrelevant.

- Accrue no more than five absences
- Agree to, sign, and submit the Academic Performance Agreement
- Submit completed three major essay submissions (all materials) within two weeks of their original due dates

### COURSE ASSIGNMENTS
In this course, you will complete various daily assignments and activities; actively participate in workshops, conferences, and class discussions; read and contemplate assigned texts; and compose essays, reading responses, and reflections. Here's a bit more information on some of these assignments:

**Reading Responses (RRs)**
See Blackboard (BB) for RR prompts. They are also due by 1:00 a.m. on the day they are due (or, if you wish, by the midnight before class).

**Workshops**
During workshops, you will work in class with peers on revising your writing. If your draft does not meet the minimum word count (announced in class) or if you do not have a draft with you, you may stay in class to work on your essay, but you will be given an absence for the day.

**Conferences**
Occasionally you will meet with me or a Writing Center tutor in or outside of class in a brief conference to discuss your writing. This will give you a chance to ask questions about your writing and me (or a tutor) a chance to answer them. You will bring a completed conference preparation sheet to the conferences. A missed conference equals absences. Being late to, unprepared for, or inattentive in a conference likewise equals absences.

**Major Essays**
For each of the three major essays in the course, you will create at least three complete drafts, including two working drafts and a final draft.

- Drafts 1 & 2: Reviewed by me, a Writing Center tutor, and/or by class members for feedback.
- Final Draft: Submitted to me for a grade.

**Final Draft Submission**
When you turn in your final drafts of E1, E2, and E3 during the semester, submit them in a small two-pocket folder and have all of the required items together in the order listed in the assignment sheet. If you do not have all of the items in order, you will lose points from your essay grade.

Additionally, you will also need to submit a Microsoft Word or PDF version of your final draft to Turnitin via Blackboard. Both paper and electronic submissions must be on time to avoid late point penalties.
Please feel free to email me whenever you like. I only ask that you take the time to attend to a few basic communication conventions and that you realize it might take me as long as 24-48 hours to get back to you.

Be sure to check your ASU email and Blackboard at least once per day. I'll occasionally send out important class updates via email in between class sessions.

THE WRITING CENTER
The Writing Center is an academic support service available to all ASU students, offering tutoring in writing at no cost. Tutors will not write or edit your papers, but they will help you develop the skills you need to plan, draft, and revise your work. I strongly encourage you to make it an integral part of your writing process by visiting the tutors frequently during the semester. The Center is located on the third floor of the Porter Henderson Library, Room C305. (See the Writing Center’s website on ASU’s website for more information.)

WC Hours of Operation:

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<th>Day</th>
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<td>W</td>
<td>6 p.m. – 8 p.m.</td>
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<tr>
<td>F</td>
<td>10 a.m. – 12 noon</td>
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<tr>
<td>Sa</td>
<td>Closed</td>
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I strongly encourage you to make visiting the Writing Center an integral part of your writing process by visiting the tutors frequently during the semester.

ASSISTANCE ON ASSIGNMENTS
You are welcome to contact me regarding help with assignments provided you do it in a timely manner (see “Contacting Me” section of the syllabus). My office hours are always open to students who would like assistance. However, do not ask me for assistance at the last minute or for extensive help on the day your assignment is due; I will not give it. Plan ahead.

CONTACTING ME
When questions about course content occur to you outside of my office hours or our scheduled class sessions, I encourage you to email me for assistance. I am happy to answer questions. However, please understand that I receive a lot of email on any given day and that you are communicating within a professional environment, so it's important that your email messages attend to some basic conventions of electronic communication.

- Helpful subject line (before email); Ex: “Question about AB”
- Greeting or salutation (to begin email); Ex: “Hello, Mrs. Arreola,”
- Body of email (use complete sentences)
- Signature and section # at the end; Ex: “Thanks,
  Devon Jacobs
  ENG 1301.210”

Finally, I ask that you attempt to use properly punctuated and complete sentences in your emails to me. They don't have to be perfectly edited, but I will not respond to carelessly written messages littered with typographical errors. In short, emailing is not texting. Please remember the different expectations for the two.

I ask all students to maintain professionalism and courtesy. If you have a question regarding your status in the class or about a grade, you must discuss it with me via a face-to-face meeting.

I am available via phone only during regular office hours. Email is usually the
ATTENDANCE

Absences: I require students to attend class, and I take attendance every day. I realize that sickness or emergencies can occur. Such absences should not occur for any student more than five times this semester. Students with absences beyond this will no longer be eligible for a passing grade in the course.

Furthermore, missing class, coming to class unprepared, failing to participate, sleeping in class, behaving disruptively, frequently being late, leaving during class repeatedly, and leaving early without a valid reason each constitute an absence. Failing to attend a conference on time and prepared equals absences. For any class that you miss, please also understand that the following consequences will apply:

- I will not allow you to make up (for credit) any assignment or exercise given and completed within the class period you missed.
- You will need to determine what you missed during your absence by asking your classmates or by seeing me during my office hours. I will not respond to email inquiries regarding missed work.
- If you disagree with an absence count I record in Blackboard, you have two weeks from the day the absence occurred to contact me to discuss it. No changes will be considered after two weeks.

Tardiness: Because your presence is required for you to learn, you should not make a habit of being late to class or of leaving during class. If you do, I will bring the matter to your attention and give you an opportunity to make changes. If you do not correct the issue, you will be credited with absence per subsequent infraction. If you come in late or if you know you will need to leave class early, sit close to the door so as not to disturb those around you when you enter or exit the classroom.

Locked Door: Class begins promptly. You are considered late if you are more than a few (2-3) minutes late to class. After I have closed the classroom door, it will stay locked until the end of class. After the door has been closed, no student will be allowed inside the classroom. Students who come to class after this point will be counted absent.

Prior Notice of Absences: I appreciate an email to let me know if you will be absent and the reason why (a heads-up). If you are a student athlete or a student involved in other ASU activities (choir, drama, etc.), you will need to

best way to contact me. I will do my best to respond to emails within a 24-48 hour period during the workweek. Do not expect a response on the same day if you email after 5 p.m. Replies to emails on weekends are rare. Plan ahead when sending emails so that you allow yourself adequate time to receive a response. I may also sometimes use Skype to video conference.

CONTACTING YOU

You are required to check your email and Blackboard regularly so as to stay up-to-date with the course. You should check your email and Blackboard daily, or at least once between every class meeting.

Have you read this policy on attendance carefully?

If you disagree with these rules, or if you anticipate being absent more than five times this semester, you may want to enroll in a different class instead of this one.

Please do not bring me doctor’s notes with the expectation of having an absence excused. You get five free absences – over two whole weeks of class – to use for occasions when something prevents you from coming to class. That's it. If you expect that you will need to be absent from this class more than five times over the semester, again, I strongly recommend that you enroll in a different section of this class.
provide me with a schedule of classes you will miss due to university-sanctioned events. If your schedule requires you to miss more than five class sessions, you should plan to take another course that better fits your schedule.

**Missed Work:** I do not accept any work via email. If you must miss class, you should submit the assignment to me prior to your absence if you wish to receive credit for it. You may give your assignment to a classmate to submit for you, but you assume all responsibility of risk if you do. Submitting a daily assignment on time for a day you are absent will not substitute for your presence and participation in class that day. Being absent does not excuse you from being prepared for class on your return or from having all necessary materials in the essay submissions.

**Personal Emergencies:** Sometimes things fall apart. If you encounter a personal tragedy or some emotional distress that causes you to miss classes, get in touch with me as soon as you can. I don’t need all of the details, but at least I’ll know you haven’t dropped the course or been eaten by a bear.

**Observances of Religious Holidays:** A student who intends to observe a religious holiday should make that intention known in writing to me prior to the absence. A student who is absent from classes for the observance of a religious holiday shall be allowed to take an examination or complete an assignment scheduled for that day within what the instructor deems a reasonable time after the absence.

**CLASSROOM ENVIRONMENT**

**Preparation:** This course is centered around frequent reading, writing, and discussion. To succeed in this course, then, you will need to come to class each day completely prepared. This means having all assignments completed, being ready to discuss the assignments, and bringing your portfolio, all textbooks, and all required materials to class each day. I do not like to embarrass people. However, if you come to class unprepared, you will be asked to leave and given an absence.

**Distractions:** You should turn off and put away all technological devices (phones, laptops, iPods, etc.) before class begins. If you are in a computer lab, you are permitted to be on the computer only when authorized, and to view only class-related sites, texts, etc. Tobacco in any form is prohibited in the classroom, as is any behavior (sleeping in class, doing coursework for other classes, talking disruptively, etc.) that impedes me teaching or you learning. Failure to observe and follow any of the class policies is grounds for dismissal from class and being given an absence. Food and drink are not permitted in the classroom.

**Engaging:** As we will be having discussions in this course, it is highly likely that you will disagree with something you read, with me, or with someone else. Disagreement can be very fruitful for revealing and exploring aspects of arguments, regardless of whether our minds are changed, and for digging closer to truth. As we discuss with one another, I ask that you exhibit courtesy and exercise reasoning and thoughtfulness.
I do mean what I say here. Back up your work and meet your deadlines.

Why I Don’t Give Extra Credit

You want me
To give you
More to do
So that
I can have
More to do
Because
You missed
The to do
You were
Supposed
To do
Before this
New to do
You want
Me to do
For you?

Laurence Musgrove

I quoted these two policies on academic honesty and special accommodations directly from official university operating policy text. They express important information that I take seriously. If you have questions about these policies or requests for special accommodations, please ask me. I’ll be sympathetic.

LATE WORK/MAKE-UP WORK

I do not accept late work. If you have not submitted the assignment by the time it is due, you may complete the assignment for personal practice and benefit, but you will not receive credit for it. The only exception to this rule is the late policy for your three major assignments. I do not accept any work via email.

If you have a legitimate reason for not turning in your work on time (serious illness, a death in the family, etc.), please let me know about it (and bring documentation) and we can possibly work out an arrangement. In all cases, I determine whether an absence will be considered legitimate and if work can be made up. Because students can know the dates for university-sponsored events before they happen, university-sponsored events do not usually count as legitimate reasons for not turning work in on time.

LOST WORK/QUIZ ISSUES

You will need to devise a strategy for securely storing digital files. I highly recommend that you incorporate a backup file system into your storage strategy. We all know that hard drives can fail and flash drives can disappear. Back up all of your work in multiple locations. I will not accept technological breakdowns or lost files as valid excuses for missing assignment deadlines.

EXTRA CREDIT

I do not offer extra credit assignments when students ask for them, so don’t ask for them. Stay on top of your coursework.

ACADEMIC HONESTY

All of your work must be original and produced exclusively for this class. You may of course receive assistance on your writing, but submitting someone else’s work as your own, using part or whole of something you have written for another class, or cutting and pasting and paraphrasing internet sources will be grounds for plagiarism. A good rule of thumb is that you can receive verbal feedback and advice from others, but no one should write any section of your essay for you. Violations of academic honesty are grounds for immediately failing the course. You are responsible for understanding the Academic Honor Code, available at through ASU’s website: www.angelo.edu.

“All ASU students are expected to understand and to comply with the University’s policy on Academic Honesty as stated in the ASU Bulletin and in the ASU Student Handbook. Students who violate the Policy on Academic Honesty will be subject to disciplinary action including a failing grade in the course.”

SPECIAL ACCOMMODATIONS

“Persons with disabilities that may warrant academic accommodations must contact the Student Life Office, located in room 112 of the University Center, in order to request such accommodations prior to any being implemented. You are encouraged to make this request early in the semester so that appropriate arrangements can be made.” For more info: http://www.angelo.edu/services/student_life/disability.html.
SOME HELPFUL CAMPUS RESOURCES FOR STUDENTS

- Contact ASU Health Clinic and Counseling Services at (325) 942-2171 from 8 a.m. – 5 p.m., M-F. Search angelo.edu for more info.
- If you see or encounter a dangerous situation, the University Police Department can be contacted at 325-942-2071.
- The ASU Tutor Center is next to the Writing Center on the third floor of the Library building—two excellent resources.
- The ASU My Future website (https://myfuture.angelo.edu/) is a useful, easy-to-navigate site specifically for ASU students. It's full of campus news, events information, and college survival resources.
- The Freshman College has information about many useful resources for first year college students—and college students in general. Search “Freshman College” at angelo.edu.

This very last section is an added appendix section. This information is included for administrative purposes, and you don’t need to worry about it.

Final Note: I reserve the right, though such an occurrence is unlikely, to make changes to the syllabus during the semester as deemed necessary. You will be notified of any changes in class and/or via email.

STUDENT HANDBOOK
In addition to these course policies, students are responsible for familiarizing themselves with and following the information in the ASU Student Handbook, available through ASU’s website: www.angelo.edu.

ASU CORE CURRICULUM OBJECTIVES FOR ENGLISH 1301 AND RELATED COURSE ASSESSMENTS

Students in English 1301 will practice the following core curriculum learning objectives in critical thinking, communication, teamwork, and personal responsibility. Students will then demonstrate their capabilities in these objectives by writing a variety of essays.

Critical thinking will be demonstrated in an analytical essay.
- Students will gather, analyze, evaluate, and synthesize information relevant to a question or issue by employing problem-solving strategies that generate positions and arguments and by examining the basic principles of information-gathering to support a thesis.
- Students will then develop and demonstrate a logical position (i.e. perspective, thesis, hypothesis) that acknowledges ambiguities or contradictions by analyzing and evaluating their own communication and that of others to raise questions, make assertions, and generate discussion about a topic or question.

Communication will also be demonstrated in an analytical essay.
- Students will develop, interpret, and express ideas through effective written communication by taking into consideration audience, purpose, circumstances relevant to written communication, by using relevant and appropriate content for the specific rhetorical situation in order to express their purpose(s) effectively.

Teamwork will be demonstrated in a midterm reflection essay.
- Students will consider different viewpoints as a member of a team by working toward a shared purpose or goal with members of their team and by creating and evaluating their peers' drafts, presentations, and arguments.
- Students will work effectively with others to support and accomplish a shared goal by devoting efforts to team task, interacting with others, contributing to the team, and resolving and synthesizing divergent viewpoints within a group.

Personal responsibility will be demonstrated in a final reflection essay.
- Students will demonstrate the ability to evaluate choices, actions and consequences as related to ethical decision making by identifying their own core beliefs and the sources of those beliefs in order to connect their choices and actions to decision-making and by recognizing possible consequences of their decisions.
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<thead>
<tr>
<th>Date</th>
<th>Class Topics</th>
<th>Reading Assignment</th>
<th>Writing/Other Assignment</th>
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<tbody>
<tr>
<td>Week One</td>
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<tr>
<td>Tu, 8/29</td>
<td>Class introductions</td>
<td>Syllabus</td>
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<tr>
<td>Th, 8/31</td>
<td>Good writing habits: Rituals and myths, reading habits, annotating, writing process cycle</td>
<td>Syllabus, Writing myths and rituals slideshow, *Clark, “Tool 41” &amp; “Tool 43”</td>
<td>Academic Performance Agreement</td>
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<td>Week Two</td>
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<tr>
<td>Tu, 9/5</td>
<td>Creating Reading Responses for this class Plagiarism</td>
<td>Plagiarism slideshow</td>
<td>RR1 (will complete in class)</td>
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<td>Th, 9/7</td>
<td>Plagiarism: Exercises</td>
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<td>My Writing History and Goals</td>
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<td>Week Three</td>
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<td>Tu, 9/12</td>
<td>Textbook overview</td>
<td>*Clark, Introduction, “Writing Tools Quick List” (p. 249ff), &amp; “Tool 50”</td>
<td>RR2</td>
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<tr>
<td>Th, 9/14</td>
<td>Rhetorical awareness</td>
<td>Clark, “Tool 9” &amp; “Tool 11”</td>
<td>RR3</td>
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<td>Week Four</td>
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<tr>
<td>Tu, 9/19</td>
<td>Paragraphing; Formatting / “Grammar and Punctuation Handout of Awesomeness”</td>
<td>Clark, “Tool 19” &amp; “Tool 23”</td>
<td>RR4</td>
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<td>Th, 9/21</td>
<td>Workshop (Global) on E1.1</td>
<td>E1.0 (500 words of E1, typed)</td>
<td>E1.1 RR5</td>
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<td>Week Five</td>
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<td>Tu, 9/26</td>
<td>Conferences</td>
<td></td>
<td>Current draft and other conference materials</td>
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<tr>
<td>Th, 9/28</td>
<td>Workshop (Local) on E1.2</td>
<td>Clark, “Tool 7” &amp; “Tool 18”; “Tool 3” &amp; “Tool 4”</td>
<td>E1.2 RR6</td>
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<td>Week Six</td>
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<td>Tu, 10/3</td>
<td>Introduce E2: Expository essay Prewriting Expository writing examples</td>
<td>*E2 assignment sheet; Brosseau, “Anorexia Nervosa” &amp; *Clark, “Tool 45”</td>
<td>E1.3 folder and e-sub (Final Draft) RR7</td>
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<tr>
<td>Th, 10/5</td>
<td>Expository writing examples Organizational options</td>
<td>*Nye, “Kindness” &amp; *Brooks, “What Suffering Does” &amp; *Clark, “Tool 24”</td>
<td>RR8 E1 e-submission on BB (last day)</td>
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<td>Week Seven</td>
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<td>Tu, 10/10</td>
<td>MLA formatting, documentation, and conventions Assign GIRA Integrating information: Quoting and Citing (In-text and Bibliography)</td>
<td>BB Week 7 handouts</td>
<td>E2.0 (800 words of E2, typed) RR9</td>
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<td>Th, 10/12</td>
<td>Workshop (Global) on E2.1</td>
<td>Clark, “Tool 10”</td>
<td>E2.1 GIRA</td>
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<td>Week Eight</td>
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<td>Tu, 10/17</td>
<td>Conferences</td>
<td></td>
<td>Current draft and other conference materials</td>
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<td>Th, 10/19</td>
<td>Workshop (Local) on E2.2</td>
<td>Clark, “Tool 1” &amp; “Tool 2”</td>
<td>E2.2 RR10</td>
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<td>Week Nine</td>
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| Tu, 10/24 | Introduction to argument: Using narrative and expository writing to support a point  
The “They say”/”I say” principle | *E3 assignment sheet  
*Clark, “Tool 31,” “Tool 36,” & “Tool 25”  
*BB Week 9 Source Texts | E2.3 folder and e-sub (Final Draft)  
RR11 |
| Th, 10/26 | Discuss argument: Types, examples, sources, appeals, etc. | BB Week 9 Source Texts | RR12  
E2 e-submission on BB (last day) |

| Week Ten |  
| --- | --- | --- | --- |
| Tu, 10/31 | Explore argument topic  
3-column charts | | RR13 |
| Th, 11/2 | Organizational methods for arguments | Clark, “Tool 20” | RR14 |

| Week Eleven |  
| --- | --- | --- | --- |
| Tu, 11/7 | Workshop on E3.1  
Argument introductions and conclusions | Clark, “Tool 39” | E3.1  
RR15 |
| Th, 11/9 | Integrating and citing information | Clark, “Tool 12,” “Tool 13,” & “Tool 33” | RR16 |

| Week Twelve |  
| --- | --- | --- | --- |
| Tu, 11/14 | Conferences | Current draft and other conference materials | |
| Th, 11/16 | Workshop on E3.2 | E3.2  
RR17 | |

| Week Thirteen |  
| --- | --- | --- | --- |
| Tu, 11/21 | Introduce final reflection essay | Final reflection essay assignment sheet | E3.3 folder and e-sub (Final Draft)  
RR18  
E3 e-submission on BB (last day) |
| Th, 11/23 | THANKSGIVING HOLIDAY BREAK – NO CLASSES | | |

| Week Fourteen |  
| --- | --- | --- | --- |
| Tu, 11/28 | In-class work on final reflection essay | Clark, “Tool 50” | |
| Th, 11/30 | In-class work on final reflection essay | | |

| Week Fifteen |  
| --- | --- | --- | --- |
| Tu, 12/5 | Final exam review | BB Final Exam review materials | |
| Th, 12/7 | Class wrap-up | | |

| Week Sixteen: Finals Week |  
| --- | --- | --- | --- |
| | Your Final Reflection Essay is due at the beginning of the testing period. Your final exam will be taken during the testing period.  
English 1301.027 (TR 8:00 – 9:15 AM): Exam time = Tuesday, December 12, 8 – 10 a.m.  
English 1301.028 (TR 9:30 – 10:45 AM): Exam time = Thursday, December 14, 8 – 10 a.m. | Final Reflection Essay (Final Draft), printed copy | |
In order to make the requirements of this class and your responsibilities as a student as clear as possible, I've provided you with this document titled “Academic Performance Agreement.” Please read this information carefully as it outlines the kinds of behaviors, study habits, and attitudes necessary for success in this class, as well as in the university writing community at large. If you agree to the terms and conditions set forth below, please print/sign your name on both copies provided. Submit this copy to me and keep the other copy for your reference. By signing and returning this agreement to me, you commit yourself to the standards of conduct and academic performance listed below. Signing this APA is a minimum requirement for passing this course. If you do not agree to follow these standards, you should drop the course and enroll in another section of this course.

1. I understand that I should abide by the most current version of the syllabus as well as any changes to the syllabus my instructor designates.
2. I understand I should check Blackboard and my email often and regularly, which means at least once, at minimum, between each class meeting. I understand email sent to my angelo.edu address is official ASU communication and I am responsible for information sent out via email.
3. I understand that attendance is a requirement of the class and that six absences of any sort, excused or unexcused, will result in automatic failure. I also understand that if I miss class, I should contact another student to discover what I’ve missed or visit my instructor during office hours.
4. If I miss more than one class in sequence, I will contact the instructor to let her know the reasons for my absences.
5. I understand that arriving late to class in inappropriate because it disrupts the class. I understand that the instructor will shut the door to the classroom when the class starts and that I will not attempt to enter the class after the door has been closed.
6. I understand that cell phones and other technological devices must be turned off before entering class. I understand if my cell phone rings during class I will be asked to leave the class. I understand that laptops are to be shut down when class begins.
7. I understand that if I fail to follow class procedures at any point during class and my instructor asks me to leave, I will be given an absence for that day.
8. I understand that this class has substantial reading and writing requirements. These requirements will demand that I manage my time carefully and schedule at least six hours of study time per week or two hours of study time for every one hour of scheduled class time.
9. I understand that I should be prepared each day to bring the texts under discussion with me to class.
10. I understand that I should be prepared each day to share my responses to the reading assignments in class. I understand that I will be required to contribute to class discussions and small group work in class. In other words, I will be required to speak in class, share my ideas, and behave respectfully towards others.
11. I understand any of my work for this class could be used as a model for whole class learning.
12. I understand that any writing I submit must be my own and written exclusively for this class.
13. I understand that when I use the ideas of others in my writing that I must let my readers know whose ideas are whose and where I found them. I understand that plagiarism (or the failure to acknowledge others’ ideas appropriately) is a form of academic dishonesty and will result in failure.
14. I understand that I will benefit from discussing my ideas and writing with my family, friends, and other students. I also understand that I can get help with my ideas and writing in the Writing Center. However, I also understand that I should never claim someone else’s ideas or writing as my own.
15. I understand that I must adhere to the due dates for all writing assignments because late work will not be accepted, at the discretion of the instructor.
16. I acknowledge that when I use Turnitin.com, the program to which I will submit some of my course work, I am adding my essay to a database of other student essays and texts. I understand that my essay will be used anonymously by the program to help check other papers for plagiarism. I give my consent to add my work to the Turnitin.com databases.
17. I understand that I should think of writing as a complex process of planning, drafting, revising, editing, and presentation. Consequently, I understand that I should schedule time to complete each of these tasks before submitting my work.
18. I understand that I can make an appointment with my instructor to talk about any aspect of the class, including course assignments, my writing, the required reading, extended absences, or comments and grades on my writing.

Student Name: Print

Student Name: Signature

Date signed
Academic Performance Agreement (Instructor Copy)

English 1301: English Composition
Mrs. Arreola / Mr. Scott

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Student Name:  Print  
Student Name:  Signature  
Date signed  

Course Name & Number.Section  
Semester/Year